

USA JOBS



OPEN CONTINUOUS ANNOUNCEMENTS

BOP-CAREERS

User Guide – November 2013

Prepared for Bureau of Prisons Employees by the
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Open Continuous Announcement Process

The Open Continuous announcements for Captain and Lieutenant for the Bureau of Prisons will open on November 1, 2013 and close on October 31, 2014.

The online open continuous process provides employees with a faster and easier way to apply for the following vacancies:

Captain, GS-0007-13*
Captain, GS-0007-12
Captain, GS-0007-11
Lieutenant, GS-0007-09/11 (FCC/USP only)
Lieutenant, GS-0007-11
Lieutenant, GL-0007-09

Applicants who wish to apply for any of these positions will complete an online application for each position and grade level for which they wish to be considered.

*Complex Captains and Deputy Captains are not included in Open Continuous announcements. These positions will be advertised on an as needed basis.

How does the open continuous process work?

The BOP-Careers system is an automated application process. Applicants will answer vacancy specific questions necessary to evaluate individual qualifications for the specific job to which they are applying.

Applicants are given a set of examples which closely describes experience related to each job (applicant assessment questions). Applicants will be prompted to select the answer choice that best describes their level of experience and/or expertise. When completed, the information provided in USAJOBS and the answers to the

questions will become their application. At each cut-off date, the Staffing Specialist uses the BOP-Careers System to identify the best qualified candidates and refer them for consideration.

Must I apply online?

Yes. You must first register on USAJOBS (www.usajobs.gov) and complete your résumé in order to apply for an open continuous announcement.

How often can I apply?

You can apply any time during the open period of the announcement. All applications submitted after a cut-off date will not be accessible until the next cut-off date.

*Be mindful of the cut-off dates established.

Can a displaced employee apply under the open continuous announcement?

Yes. Any employee may apply to an open continuous announcement. If you are a displaced employee, please contact the Consolidated Staffing Unit for further guidance since displacement eligibility is limited up to one year.

What are the eligibility requirements for a position announced under the open continuous process?

Applicants will be considered eligible for the position if they meet the minimum qualification requirements by the cut-off date. The minimum qualifications are time-in-grade and one of year specialized experience. For time-in-grade, you must have 52 weeks at the next lower grade level by the cut-off date. Applicants who fail to meet the minimum requirements and time-in-grade restrictions will not be considered eligible and will be notified via e-mail of their ineligibility.

Can I submit a paper application?

BOP employees must complete an online application. Exceptions will be made in the instance of extreme hardship cases (e.g. BOP employees on active duty in a remote area without internet access or applicants who live in a remote area where it would pose a major hardship for the applicant to get to a computer in any location). The Consolidated Staffing Unit will assist applicants in any way possible to submit their applications online.

Applicants who meet the hardship criteria will be required to respond to the same questions as applicants applying online and submit a signed copy of the paper application to the Consolidated Staffing Unit. The application can be mailed, scanned or e-mailed.


The Staffing Specialist will input the data into the system on the applicant's behalf for the specific job for which the applicant is applying. To obtain a paper application, you **MUST** contact the Consolidated Staffing Unit.

How do I search for open continuous announcements?


Go to www.usajobs.gov.

1. Type in the specific vacancy announcement number in the box labeled "What: (keywords)" (example: HR-N-2014-0001)




2. Click 
3. When you are redirected to next page, on the left hand side, in the box labeled "Refine Your Results", select "Jobs for Federal Employees"

Refine Your Results

- ☐ Jobs for U.S. Citizens
- ☒ Jobs for Federal Employees 

4. The open continuous vacancy announcement will appear.
5. Click on the position title to view the vacancy announcement. Vacancy announcement options will appear on the right side. To apply, click....



What is the open period for an open continuous announcement?

Applicants may apply to an open continuous announcement anytime from November 1, 2013 through 11:59 p.m. EST, October 31, 2014.

When are the cut-off dates?

Cut-off dates will be on the last business day of each month.

Applications submitted prior to 11:59 p.m. EST **ON** the cut-off date will receive consideration for certification and all cut-off dates thereafter. Cut-off dates are listed in the vacancy announcement and will be used to meet the immediate needs of institutions desiring to fill vacant positions. The following are the cut-off dates:

November 29, 2013
December 31, 2013
January 31, 2014
February 28, 2014

March 31, 2014
April 30, 2014
May 30, 2014
June 30, 2014
July 31, 2014
August 29, 2014
September 30, 2014
October 31, 2014

If I miss a cut-off date, how long will I have to wait before I can receive consideration?

If you submit your application after a particular cut-off date, you will not be considered until the following cut-off date (approximately 30 days later). For example, you apply for the Open Continuous vacancy announcement on May 31, 2014, **AFTER** the cut-off date of May 30, 2014. Your application will not be considered until the next cut-off date of June 30, 2014. You missed the initial cut-off date of May 30, 2014, therefore, your application cannot be considered until the next cut-off date.

Can I update my application and/or institution preferences after a cut-off date?

Yes. You can update your institution preferences at any time. However, if the changes are made after the cut-off date, the preference changes will apply to the following consideration period for certification (see example listed above).

You will be considered for all duty locations/institution preferences that you selected on your original online application. Therefore, if you decide you do not want to be considered for a particular duty location, then you **MUST** update your institution preference(s) by re-applying online and entering the desired locations.

If you fail to amend your online application, you will be considered for all duty locations you previously selected throughout the rest of the

open continuous announcement period.

How often can I update my Open Continuous paperwork?

You may update your complete application/resume anytime by accessing the USAJOBS website, and choosing "apply online". This includes updating awards and performance evaluation information, changing your applicant assessment question responses, withdrawing your application from consideration and/or updating your resume. Changes to your application will be reflected according to the established cut-off dates. As stated in the previous example, if you make changes to **ANY** part of your application, i.e. duty locations, awards, withdraw, etc., on May 31, 2014, your changes will not be reflected until the cut-off date of June 30, 2014.

You can update your application at any time, but you must be cognizant of the cut-off dates to ensure the changes you make are in effect when your application is reviewed.

How do I remove my name from consideration after I have applied to an open continuous announcement?

There are two methods to remove your name from consideration.

Method 1: If the vacancy announcement is still open, you must access the vacancy announcement from USAJOBS, click "Apply Online", select your resume and click "Apply for this vacancy now", click "Edit Your Application" and the "Eligibility Questions" portion of your application will appear. Click "NEXT" at the bottom of the page and the Series, Grade, Location Tab will appear.

Series, Grade and Location Selection

Series
This position is offered for a single series.
Please confirm you wish to be considered for this series.
* Check all that apply.
☒ 1701-GENERAL EDUCATION AND TRAINING

Grade
This position is offered at a single grade level.
Please confirm you wish to be considered for this grade.
* Select an option below.
Note: If you select "I do not wish to be considered for this grade" you will not be asked questions required for that grade and therefore cannot be considered for that grade.

* Grade 09
Applied
Withdraw from grade 09

Click "Withdraw from grade XX" (If you apply for multiple grade levels, you will have to select each grade level to withdraw from consideration).

You will be withdrawn from consideration for future cut-off dates until you re-apply online. CSU can NOT consider your application once you withdraw online (as demonstrated above). To exit, click "Return to USAJOBS" in the left hand corner.

Method 2: If you wish to withdraw your application for consideration **between** the cut-off dates, you must send an email via GroupWise to GRA-HRM/ConsolidatedStaffingUnit@bop.gov.

Your message must include the vacancy announcement number, position title, and a statement indicating your request to withdraw your application from consideration. Your application will be withdrawn from the date of your memo up until the next cut-off date.

If you fail to withdraw your online application, Utilizing Method 1, you will again receive consideration after the next cut-off date and thereafter until you request to withdraw online.

NOTE: If you applied to more than one open continuous announcement and you are selected from another open continuous announcement AND you do not wish to receive consideration, you will need to follow the steps listed above (method 1) to remove your application from EACH individual open continuous announcement you previously applied.

Can I apply to multiple open continuous vacancy announcements?

Yes. You can apply to multiple open continuous vacancy announcements for which you are eligible.

If I am presently a Senior Officer Specialist, GL-8, and I am interested in applying for a promotion to a GL-9 Lieutenant at any facility, what vacancy announcement(s) should I apply to?

Current GL-8 employees interested in a promotion to any facility should submit an online application to the vacancy for GS-9/11 (FCC/USP only) and GL-9 Lieutenant.

When am I required to complete the applicant assessment questions section in the vacancy announcement?

You must select an answer to each applicant assessment question if you are applying for a position that has higher promotion potential than what you currently hold or have previously held on a permanent basis (i.e., if you are a GL-8 Correctional Officer applying for a GL-9 Lieutenant and you have never held a GL-9 position permanently, you will need to complete the applicant assessment questions.)

REMINDER: Individuals who have received a Change to Lower Grade (CTLG) for "cause" or "deficiency" MUST re-compete for the grade level (full performance level of the position) they previously held prior to the CTLG.

Example: Applicant is a GS-11 Lieutenant at USP Green and receives a CTLG for cause/deficiency to a GS-8. This applicant will have to re-compete (complete assessment questions) for the GS-11.

However, if the applicant applies to a position announced GS-9/11, he/she MUST re-compete

(complete assessment questions) for BOTH grade levels, because the full performance level of the position is GS-11. If the full performance level of a position is GL-9, the individual would not have to compete.

NOTE: If you have “competed” for a temporary promotion (i.e., completing assessment questions, etc.) AND the vacancy announcement stated that the temporary promotion could be made permanent without further competition, you do not need to compete for the position. You must provide the promotion personnel action (SF-50).

If I am not selected for a position, will I have to re-apply to receive further consideration?

No. You will continue to receive consideration for any position for which you have applied until you are selected or until you withdraw your application.

Once I complete my online application, should I retain a copy?

Yes, you should retain all copies of the application process for your records including the vacancy announcement, resume, and application confirmation page. Prior to completing your application, you will be given the option to save your application.

How will I know that my application was received?

The last step of the application process, allows you to review your entire application. It will display the entire application to include the answer choices you selected, personal information, geographical location choices and your resume. Upon completion of your review, you are highly encouraged to save a copy of your application by clicking on “SAVE PDF”.

Click “Finish” at bottom of your application when ready.

Once you have clicked “Finish” you will be returned to the USAJOBS site and **receive confirmation** that your application has been sent. You can review your application online when you login to your USAJOBS account and select “Application Status”.

How do I check that status of my application?

You can check the status of your application by logging on to your USAJOBS account and selecting “Application Status”. Then click on “More Information” to see the status of your application.



There are four points of notification via your USAJOBS Account.

- 1) Your application was received.
- 2) Vacancy applications are being processed. This means the Staffing Specialist is in the process of assessing applications for this job.
- 3) The result of your application assessment, i.e., referred to selecting official, not qualified, failed to meet time-in-grade, etc. **(Will include the facility/location your application was assessed for.)**
- 4) Applicant Notification - The Applicant Notification will be generated and sent to you once a selection has been made and the job certificate(s) have been returned from the requesting office.

NOTE: The Applicant Notification will be sent to the email address that you currently have recorded in your USAJOBS profile.

How can I see which positions I have applied for or find out the status of a vacancy?

You can print the application confirmation screen from USAJOBS when you complete the application process.

OR

You can review your applications online when you login to USAJOBS and select "Application Status." Then click on "More Information" to see the status of your application. This will allow you to view your USAJOBS online application history.

Who do I contact if I have questions about the application process?

If you have any questions about the application process, please contact the Consolidated Staffing Unit by calling 972-352-4200 (M-F 7:30 a.m. – 4:00 p.m. CST) or via email to the following address: GRA-HRM/ConsolidatedStaffingUnit@bop.gov

When you request assistance from CSU, please have the vacancy announcement number and title of the position readily available.